DEPARTMENT OF
COMMUNITY HEALTH
JANET OLSZEWSKI
DIRECTOR

DEPARTMENT OF
LABOR & ECONOMIC
GROWTH

DIRECTOR

STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

LANSING

DATE: January 9, 2006

TO: AHCCTI 2 Grantees

FROM: Jeanette Klemczak, Chief Nurse Executive, MDCH
              Diana Carpenter, Manager, Regional Skills Alliance, DLEG

SUBJECT: Accelerated Healthcare Career Training Initiative (AHCCTI) 2 Webinar
              for Grant Reporting Requirements

Attached you will find instructions for logging onto the Web portion of the Webinar, scheduled for January 19, 2007, regarding the AHCCTI 2 Assessment and Evaluation. In addition, this document will be posted to http://www.michigan.gov/rsa.

This Webinar will review all aspects pertaining to the processing of funds and reporting requirements for AHCCTI 2.

Jeanette Klemczak, Chief Nurse Executive, MDCH; Monica Balderson, Office of the Chief Nurse, MDCH; and Brian Kiesling, Medicaid, MDCH, will deliver the content of this Webinar.

Date(s) and Time(s)

*   Friday   January 19, 2007   9:00am-10:30am

Please use the attached invitation to attend this Webinar. If you need assistance attending the Webinar please call Alice Long at 313-456-3163. All other questions or inquiries regarding this Webinar can be directed to Sue Schaible at schaibles@michigan.gov or 517-335-3325.

cc: MiRSA Partner Training Institutions
     Michigan Hospital Partner

ACCELERATED HEALTHCARE CAREER
TRAINING INITIATIVE (AHCCTI) WEBINAR
Monday, January 19, 2007
9:00 AM – 10:30AM

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence, as the moderator/presenter has his/her phone on mute, as should all other participants.

- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual, i.e. ACSET or SEMCA.

- Connect to the Webinar using Internet Explorer.

- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have pop-up blockers "enabled". If so, you need to "disable" them for the duration of the Webinar. If you need assistance with pop-up blockers, please call 313-456-3163.

- If you have a virus on your computer, you will NOT be able to join the Webinar.

- When you are connected to the Web portion of the Webinar you will see "Webinar Instructions" which contain important information.

- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen.

- DO NOT put your telephone on HOLD at any time during the conference.

- At the end of the conference, please hang up your telephone and CLOSE YOUR BROWSER WINDOW to avoid unnecessary charges.

No earlier than 10 minutes before the start of the Webinar, please dial into the audio portion of the Webinar first, then log onto the Web portion of the Webinar using the following instructions. If you have difficulty with these directions at any time, please contact Alice Long at 313-456-3163 for assistance.

Primary Dial-In: 1 (847) 413-2419 (to join the audio conference call)
Passcode: 7353709#

TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:

1. Dial the audio conference dial-in number noted above.
2. Click on this meeting URL:
   http://web.meetme.net/r.aspx?p=2&a=70541667740847
3. On the Meeting Center page, enter your name and e-mail address.
4. Click on the "Sign-in" button.*
5. Accept the Terms and Conditions and click "Join" to enter your conference.*
6. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates could take up to 10 minutes to complete.

IF THE ABOVE URL DOES NOT ALLOW YOU TO JOIN THE WEB CONFERENCE, PLEASE FOLLOW THE PROCEDURE NOTED BELOW:

1. Copy and paste the following URL in your Web browser:
   http://Web.meetme.net/audience
2. Copy and paste the Meeting Key#: **70541667740847**
3. Click on the "Sign-in" button *
4. On the Meeting Center page, enter your name and e-mail address.
5. Click on the "Sign-in" button.*
6. Accept the Terms and Conditions and click "Join" to enter your conference.*

*Please note: It may be necessary to scroll to the lower right-hand corner of the screen to see these buttons.